
PROJECT MANAGEMENT PLAN

CULTURAL RESOURCE PROGRAM
NAME OF PROJECT

LOCATION
CITY, STATE

MONTH YEAR



U.S. Army Corps of Engineers

**Omaha District
Northwestern Division**

CULTURAL RESOURCE PROGRAM
NAME OF PROJECT

LOCATION
CITY, STATE
(Month Year)

1 GENERAL.

1.1 Introduction. This document presents the Project Management Plan (PMP) for the [Name of the project]. The PMP is a living working level document and will be updated as conditions change. The plan will be updated as changes occur.

1.2 Authority. This project is authorized by the Cultural Resources Program Management Plan, which itemizes projects that will be accomplished during the current fiscal year. Authority for this project is the National Historic Preservation Act of 1966 as amended.

1.3 Project Description. [Insert a brief project description to include the objectives, participating groups, submittals, etc.]

2 STUDY PLAN.

2.1 Scope of Work. [Include two sentences that describe the requirements of the scope]. A summary of required tasks by discipline to complete this assessment is provided in the expanded scope-of-work provided in Appendix A.

2.2 Schedule. This study is projected to last approximately [insert the proper number] months. A detailed study schedule is provided in Appendix B. During the course of the study, the schedule will be revised as necessary to show current conditions and forecasted changes. Schedule compliance and changes will be tracked and documented. Revisions to the schedule will be coordinated with the project delivery team and other involved groups sponsor as provided in the Change Control Plan.

2.3 Cost Estimate. The total cost for completion of the project is estimated at [insert government estimate cost]. A line item breakdown of project costs and required resources is provided in Appendix C. The negotiated cost for completing the project is also included in Appendix C.

2.4 Product Development Team. The members of the product delivery team are provided in Appendix D. Team members will be assigned to those disciplines where no personnel are assigned as the work effort progresses. The Corps' project manager will be the primary point of contact. Others with primary involvement are also listed as members of the product delivery team.

2.5 Quality Control Plan. Each individual is required to adhere to the quality control requirements and procedures established within their respective Sections and Branches. This

should include checks and internal reviews that will be performed to insure that the products meet quality requirements. In addition, this Quality Control Plan requires that a quality control review (QCR) of the draft initial assessment report be performed (See Appendix E for QCR Review Sheet).

2.6 Quality Control Review. The quality control review (QCR) is a critical element of the Corps quality control process. An independent technical review team will perform the QCR of the draft initial assessment report to insure that all products conform to District policy and procedures. Persons selected as QCR reviewers will have sufficient expertise and experience in the disciplines to be reviewed and a degree of independence from the individuals who prepared the products. A QCR reviewer would not normally be someone who has closely participated in the study in an advisory or mentoring capacity. The members of the independent technical review team will be selected at a later date.

3 COMMUNICATIONS.

3.1 Communication Plan. This project will utilize the communications plan outlined in the Cultural Resources Program Management Plan. Multiple avenues will be used to ensure the most input into the development and completion of the project. The Corps' management will also be kept informed through reports to the Project Review Committee (PRC) and Project Review Board (PRB). These reports are prepared by the PM and will discuss accomplishment of project objectives, identify issues, and forecast changes to schedules and costs.

3.2 Project Development Team (PDT) Meetings. Project Development Team meetings will be periodically scheduled by the PM to discuss technical issues, update status, etc.

3.3 Information Management. Electronic and hard copy files will be maintained in accordance with current policies established by the Omaha District.

3.4 Public Involvement. This project will follow the public involvement plan shown in the Cultural Resources Program Management Plan. Any changes to that approach will be documented and approved prior to implementation.

4 STUDY MANAGEMENT.

4.1 Change Control Plan. PDT members are responsible for identifying any changes in scope, budget, or schedule as early as possible so that the PM can resolve the issue, approve the change, or elevate the change to the appropriate level for action. The greater the change and its impact to the study, the higher the level of authority that may be required for action. Changes that affect the overall scope, budget, or schedule require approval by both the PM and the Sponsor. The PM maintains a record of approved changes and modifies the PMP accordingly. Unanticipated changes in the project will be accommodated with no change in total project costs so long as sufficient contingencies exist.

4.2 Safety Plan. A safety plan is not required at this stage in the study process. The need for a safety plan will be reassessed if the project progresses to the construction phase.

4.3 Acquisition Plan. This project will follow the acquisition plan as laid out in the Cultural Resources Program Management Plan. This project will be completed using [In-house/Archetitectorial-Engineering/Construction Contractor/Other] services. [If needed describe how the chosen plan was arrived at].

APPENDIX A

Scope-of-Work

APPENDIX B

Study Schedule

APPENDIX C

Study Cost Estimate

APPENDIX D

Product Development Team

PRODUCT DEVELOPMENT TEAM

Name

Project Manager
CENWO-PM

Name

Cultural Resource Specialist
CENWO-PM-AE

Name

Real Estate Specialist
CENWO-RE-PR

Name

Engineer/Other Discipline
CENWO

Name

Participating Group/Agency

Name

Participating Group/Agency

Name

Participating Group/Agency

Name

Participating Group/Agency

Name

Participating Group/Agency

Name

Participating Group/Agency

APPENDIX E

Quality Control Plan

QUALITY CONTROL PLAN

Product Development Team Members (see appendix D)

Note: This Project is not complex, does not involve state of the art design, is not politically sensitive and does not involve other design agencies other than the USACE, therefore, it has been determined that in-house Supervisory Quality Control is a sufficient level of QC for this project

Certificate of Completion

[\[Insert the name of the review that is being completed\]](#)

Location: _____ Project Name: _____

Product: _____ IH-AE-IH/AE(Circle one) Completion date: _____

PM: _____ PE: _____

QA Review: Supervisor____ Independent IH____ Independent AE____ NA____

QC Review: Supervisor____ Independent IH____ Independent AE____ NA____

Development Team Leader: _____ Review Team Leader: _____

	Discipline	Designer	Date
Design Architect			
Structural			
Civil			
Mechanical			
Electrical			
Environmental			
Site Planning			
Specifications			
Permits			
Cost Estimator			
Geo Geotechnical			
Hydro Hydrology			
Hydraulics			
HTRW Chemistry			
Indust Hygiene			
Plan Formulation			
Economics			
Environmental			
Flood Mgmt			
Real Estate			
Construction			
Operations			

Certificate of Completion

Quality Control Review

Location: _____ **Project Name:** _____

Product: _____ **IH-AE-IH/AE(Circle one)** **Completion date:** _____

PM: _____ **PE:** _____

QA Review: Supervisor____ Independent IH____ Independent AE____ NA____

QC Review: Supervisor____ Independent IH____ Independent AE____ NA____

Development Team Leader: _____ **Review Team Leader:** _____

	Discipline	Designer	Date
Design Architect	_____	_____	_____
Structural	_____	_____	_____
Civil	_____	_____	_____
Mechanical	_____	_____	_____
Electrical	_____	_____	_____
Environmental	_____	_____	_____
Site Planning	_____	_____	_____
Specifications	_____	_____	_____
Permits	_____	_____	_____
Cost Estimator	_____	_____	_____
Geo Geotechnical	_____	_____	_____
Hydro Hydrology	_____	_____	_____
Hydraulics	_____	_____	_____
HTRW Chemistry	_____	_____	_____
Indust Hygiene	_____	_____	_____
Plan Formulation	_____	_____	_____
Economics	_____	_____	_____
Environmental	_____	_____	_____
Flood Mgmt	_____	_____	_____
Real Estate	_____	_____	_____
Construction	_____	_____	_____
Operations	_____	_____	_____

Closeout Report

Location: _____ **Project Name:** _____

Product: _____ **IH-AE-IH/AE(Circle one)** **Completion date:** _____

PM: _____ **PE:** _____

QA Review: Supervisor _____ Independent IH _____ Independent AE _____ NA _____

QC Review: Supervisor _____ Independent IH _____ Independent AE _____ NA _____

Development Team Leader: _____ **Review Team Leader:** _____

Lessons Learned:

Significance of Annotated Review Comments:

Open Issues: